

**STUDENT ORGANIZATION DEBIT CARD
RECONCILIATION**

ORG. NAME: _____ DATE OF LAST RECONCILIATION: _____

ACCOUNT No.: 20 _____ - _____ LAST 4 DIGITS OF CARD: _____

INVENTORY CONTROL No.: _____ - _____

REIMBURSEMENTS DEPOSITED TO ORGANIZATION

Unauthorized purchases, IL sales tax, excessive tip, etc.

DATE	DESCRIPTION	DEPOSIT No.	AMOUNT
			\$
	Total Reimbursed to SOFO Account		\$

ACTIVITY SUMMARY

Load Balance: \$ _____

Balance as of _____: - _____

Completed Reconciliations: - _____
(Pending reload request)

Pending Transactions: - _____

STUDENT ORGANIZATION DEBIT CARD
RECONCILIATION GUIDE

RECONCILING

- 4 Comparing the receipts to the card history to ensure funds were used appropriately
- 4 Reconcile every 30 days
- 4 Can reconcile without reloading

RELOADING

- 4 Adding the depleted funds back to the card
- 4 Must include a signed SOFO voucher with reconciliation paperwork
- 4 Must reconcile before reloading

TERMS TO KNOW

- 4 **Inventory Control Number (ICN):** Unique and secure card identification number. Always include ICN on all paperwork. Never use the transactional 16-digit number to identify card.
- 4 **Reimbursements:** If your group funds were used to pay IL State tax, paid